

IN THE CIRCUIT COURT OF THE STATE OF: \_\_\_\_\_

FOR THE COUNTY OF: \_\_\_\_\_

\_\_\_\_\_, Plaintiff

Vs.

Civil Action Number: \_\_\_\_\_

\_\_\_\_\_, Defendant

\_\_\_\_\_, Number and Street Address

\_\_\_\_\_, City, State and Zip Code

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OBJECTS OR PREMISES**

IN THE NAME OF THE STATE OF: \_\_\_\_\_ You are hereby required to appear on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, commencing at \_\_\_\_\_ am/pm (select one), for your deposition by the Plaintiff.

Production: YOU ARE COMMANDED TO PRODUCE the following documents, electronically stored information or objects, and to permit copying, inspection, testing, or sampling of the material.

\_\_\_\_\_  
\_\_\_\_\_

Inspection of premises: YOU ARE COMMANDED to permit entry onto the designated premises, land or other property possessed, or otherwise controlled by you at the time, date and location set forth above, so that the requesting party may inspect, measure, photograph, survey, test or sample the property or any designated object or operation on it.

Place: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Date: \_\_\_\_\_ Clerk of Court: \_\_\_\_\_

**Notice to the person who issues or requests this subpoena:**

*If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).*